

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling :	ACTION.						
FOR AGENCY USE	1. Agency Address	•	FOR RECORDS MANAGEMENT USE				
Application Date	DHR		Application Number				
6-9-18		onal Rehabilitation	/8-	127			
Application Number	Warm Springs Hospi Warm Springs, Ga.		Date Received	Date Completed			
DHR-20	warm Springs, Ga.	31630	JUN 1 2 1978	JUN 22 1978			
2. Person to Contact		Working Title		Telephone Number			
Kathy Miller	Medical Records Administrator Gist 257-3122						
3. Action Requested							
a. 😡 Establish Retention :	Schedule; record will contin	ue to accumulate.					
b. Dispose of present accumulation; no further accumulation anticipated.							
c. □ Amend Application No Check One: □ Change; □ Supercede; □ Void  4. Dates of Series							
4. Dates of Series Earliest Latest	5. Necords Series Little (7	ollowed by title used in office; if c	iifferent)				
1930   present	Warm Carin	gs Patient Medical Reco	ua mia :				
				torina is aspect 42			
The Division of Voca	tional Rehabilitati	on of the Division and the Office in on is responsible for s					
	<del>-</del>	d for training the non-					
<del>-</del>	members of society	, with emphasis on serv	ing the <b>se</b> vere	ely disabled on			
a priority basis.							
Warm Springs Hospita	l. formerly operate	d by the March of Dimes	Foundation, o	offers hospital			
and therapeutic serv.		_	•	•			
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•							
7. Record Series Description	This file contains the fol	lowing documents (include form n	numbers and titles, i	f any):			
Documents relation to:	Attach samples of the fil		ninga Vaanita	,			
bocuments relating to. Se	rvices received by	patients at the Warm Sp	rings Hospita.	L •			
included are: but not 1.	imited to, are appl	ication for services, a	dmission summa	aries, physical			
		es, physicians orders a					
documents required for	or medical referenc	e.					
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File is arranged: chrono	logically by year o	of closure then alphabet	ically by pat	ient's name.			
8. Monthly Reference Rate	i	s referred to which are:		100			
One to six months old	Seven to twelve m	nonths old 1,000; Thirteen	to twenty-four mon	ths old <u>100</u> ;			
9. Annual Rats of Accumulatio	n of Records						
Letter-size drawers	; Legal-size drawers	; Shelves <u>4 - 36"</u>	Other (specify)				
A-50-71; Aev. 76		(Over)		and the supplementary of the last state of the state of t			

graph 12 are approved.  If discoproved, attach letter  State Auditor/Designee  620-78	TES NO 10. Questionnaire	Place an A in the proper cost	1000)	أستستنسيخ ستجسيخ سن			
b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  X		· •	•	* ,			
Could identified. Medical Records  X	b. Does the serie	es contain confidential information r	equiring security handling? If yes, cite law or regu	ılation.			
A. Uses this series have historical or long term research value?	X Confident	Confidential Medical Record					
X   Situation contained in this series were published? If yes, attach copy.   X   I. Is the information contained in this series were analyzed and/or recorded in a summarized report?   X   Is the information contained in this series were analyzed and/or recorded in a summarized report?   X   Is yes, state house.   X   Is yes, state house.   X   Is yes, state to yes a displication of this series in your office, or in another office or agency?   X   Is yes, state zero distinct sealing a series of the series to be kept:   X   Is this series for a maior particularly microfilmed?   X   Is Does the record setting testal in a computer controlor?   X   Is Does the record setting testal in a computer controlor.   X   Is Does the record setting testal in a computer controlor.   X   Is Does the record setting testal in a computer controlor.   X   Is Does the record setting testal in a computer controlor.   Years.   Audit period   Years.   Addit period   Years.   Y	The second secon						
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a. State Law years. d. Audit period years. b. Statute of limitation years. e. Administrative need 35yra-Permanent years. c. Federal law years. f. Federal retention instructions years.  Attach copy or excert of laws or regulations. Explain administrative need.  12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:    Calendar Year;   Fiscal Year;   Other	X 1. Does the reco	rd series result in a computer printo	ut?				
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## Roosevelt - Warm Springs Rehabilitation Center Warm Springs, Georgia 31830

Telephone 404-655-3321

GEORGIA WARM SPRINGS HOSPITAL T. SIDNEY OGLESBY, ADMINISTRATOR 404/655-3321

GEORGIA REHABILITATION CENTER ROBERT M. LONG, ADMINISTRATOR 404/655-3341



DIRECTOR ROBERT J. PURSLEY, PH.D. ACTING MEDICAL DIRECTOR E. B. DUNLAP, Jr., M.D.

June 1, 1978

Office of the Secretary of State Department of Archives and History Records Management Division 330 Capitol Avenue Atlanta, Georgia 30334

Re: Retention Plan for GWSH

Medical Records

Dear Sirs:

In the interest of the Georgia Warm Springs Hospital, which is a part of the complex known as the Roosevelt - Warm Springs Rehabilitation Center, I would like to request that our hospital records prior to 1970 be permanently retained among the State Archives. During those years, the present institution, known then as the Georgia Warm Springs Foundation, was most prominent and was noted for its treatment in the field of poliomyelitis. These records should provide much in the way of historical data as well as a source in research should the need arise. Retention of records beyond the year 1970, for the same reason, is requested for a period of thirty-five years. At that time, such may be reviewed prior to destruction or elimination.

Thanking you in advance for your consideration and cooperation, I remain

Yours very sincerely,

E. B. Dunlap, Jr., M.D.

Acting Medical Director

EBD:jb